

# Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, March 23, 2016

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*Library Board of Trustees*

**Shannon King**, Chair

**Rich Procter**, Vice Chair

**Glenn Putnam**, Trustee

**Rodney Spears**, Trustee

**Barry Ziff**, Trustee

**Wednesday**

**March 23, 2016 at 7:00 pm**

City Council Chambers

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

## **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Library business

## **APPROVAL OF MINUTES**

Approval of Minutes for the Library Board of Trustees Special Meeting February 24, 2016

## **TRUSTEE AND CITY COUNCIL LIAISON REPORTS**

Brief reports from Trustees and the City Council Liaison relating to City business occurring since the last Library Board meeting

## **PUBLIC COMMENT**

Regarding items not on the Agenda

## **ACTION ITEMS**

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**1. APPROVAL OF LIBRARY WARRANTS (Review by Trustee Ziff)** - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$1,777.16.

**2. CONSENT - LIBRARY STATISTICS FEBRUARY 2016**

Recommendation to receive and file February 2016 Statistical Report.

**3. DISCUSSION – RESOLUTION BY THE BOARD OF TRUSTEES TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

Recommendation that the Trustees review the revised Collection Development Policy and adopt 16-002.

**4. DISCUSSION – PROCESS TO ADD ITEMS TO FUTURE AGENDAS**

Recommendation that the Trustees discuss process for adding items to future agendas.

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## **5. DISCUSSION - COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS**

Recommendation that Trustees provide an update on the following committees. In addition, it is recommended that Trustees discuss outreach to local community groups to promote library services and to update them on library issues.

- a. LIAISON TO FRIENDS – Chair King
- b. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY – Trustee Spears
- c. READ CAMPAIGN – Trustee Ziff and Vice Chair Procter
- d. ART & ESSAY CONTEST – Trustee Putnam
- e. LIBRARY OPEN HOUSE – Trustee Ziff
- f. LIBRARY FACILITY MASTER PLAN COMMITTEE – Trustee Putnam and Trustee Spears
- g. ONE BOOK ONE CITY – Vice Chair Procter and Trustee Ziff

## **REPORTS**

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### **6. FRIENDS OF THE SIERRA MADRE LIBRARY**

Informational reports about business and activities of the Friends of the Library.

### **9. DIRECTOR OF LIBRARY SERVICES**

Informational report about library services and activities since the last Board meeting.  
Trustee at City Council meetings

### **10. ITEMS FOR FUTURE AGENDA**

Trustees can recommend agenda items for future meetings.

Library Facilities Master Plan

Funding for Library Projects

Art Collection Assessment & Hanging Pictures in City Hall

Update Library Rules of Behavior Policy

Update Collection Development Policy

## **ADJOURNMENT**

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The Board of Trustees will adjourn to a Regular Meeting at this same place on Wednesday, April 27, 2016 at 7:00 pm.

**PUBLIC COMMENT:** Under the Brown Act, the Board is prohibited from taking action on items not on the agenda, but the matter may be referred to for to a subsequent meeting. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board action.

**PUBLIC HEARING:** The appellant and/or applicant will each be provided a total of ten (10) minutes to address their item. A portion of their allotted time may be reserved for rebuttal or a summary conclusion at the close of public comment. All other speakers will be limited to a total of three continuous minutes, which cannot be delegated. These rules will be enforced but may be changed by appropriate Board action.

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**ACTION ITEMS:** Regardless of a staff recommendation on any agenda item, the Board of Trustees will consider such matters, including action to approve, conditionally approve, reject, or continue such item. Further information on each item may be procured from the Office of the Director of Library Services.

**AVAILABILITY OF AGENDA MATERIALS:** Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, are available for public inspection at the public the Sierra Madre Public Library, 440 W. Sierra Madre Blvd., during normal business hours and on the City of [Sierra Madre website](#).

**MEETING ASSISTANCE:** The City Hall Conference Room is physically accessible. If you require special assistance to participate in this meeting, please call the Director of Library Services' office at (626) 355-9632 or (626) 355-7186 at least 48 hours prior to the meeting.